

MiraCosta College
Petition for Course Substitution/Waiver

STUDENT INSTRUCTIONS:

1. Use **one** petition for **each** course.
2. Complete the following sections:
 - **Section A** – Student Information
 - **Section B** (if petitioning to Substitute a course) *or* **Section C** (if petitioning to Waive a course)
 - **Section D** (Supporting Documentation)
3. Attach supporting documentation as appropriate.
4. Obtain signatures from (A) the **Department Chairperson** for the course being petitioned (names/office locations found online in the MiraCosta College class schedule at <http://www.miracosta.edu/schedules.html>); and (B) the **Dean of the Department**.
5. If petitioning for a **DEGREE** or **CERTIFICATE OF ACHIEVEMENT**, submit completed form with appropriate documentation to Admissions & Records Office on either campus by the deadline listed in the class schedule (<http://www.miracosta.edu/schedules.html>).
6. If petitioning for a **CERTIFICATE OF PROFICIENCY**, submit completed form to Daria Davis in Building 4800, Office #4820.

A. Student Information				
Name _____		Student ID# _____		
Previous Name(s) used, if any: _____				
Address _____				
Number	Street	City	State	Zip
Phone: Day () _____		Email Address _____		
Please check one: I am applying for a(n):				
<input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelors in Biomanufacturing <input type="checkbox"/> Certificate of Achievement <input type="checkbox"/> Certificate of Proficiency				
Name of DEGREE or CERTIFICATE : _____				# of Units _____
Anticipated Semester of Completion for DEGREE or CERTIFICATE (i.e. Fall 2019, Spring 2020): _____				
B. Course Substitution: Requesting replacement of a required course in the degree/certificate with a similar course or courses				
I wish to substitute: _____				
	College Name	Course Name / Number (i.e. ART 101)	Course Title	# of Qtr/Sem Units
In place of:	<u>MiraCosta College</u>			
	College Name	Course Name / Number (i.e. ART 101)	Course Title	# of Qtr/Sem Units
Provide detailed justification for your petition. Attach additional sheets if necessary. _____				
C. Course Waiver: Requesting elimination of a required course in the degree/certificate without substituting a similar course or courses				
I wish to waive the following course:				
MiraCosta College Course and Number (i.e. ART 101)		Course Title	Qtr/Sem Units	
Provide detailed justification for your petition. Attach additional sheets if necessary. _____				
D. Supporting Documentation Attached (as appropriate):				
<input type="checkbox"/> Transcript(s) <input type="checkbox"/> Catalog Description (non-MiraCosta Course) <input type="checkbox"/> Other _____ <input type="checkbox"/> None of these (n/a)				
Department Chair's Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny			Catalog Year Used for Certificate: _____	
Comments: _____				
Signature: _____			Date: _____	
Dean's Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Deny				
Comments: _____				
Signature: _____			Date: _____	